Title ECF slide

Slide notes: This will be a short Demonstration to Illustrate How to use the Create Appendix Feature in CM/ECF.

Navigation Instructions
Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.

Objectives
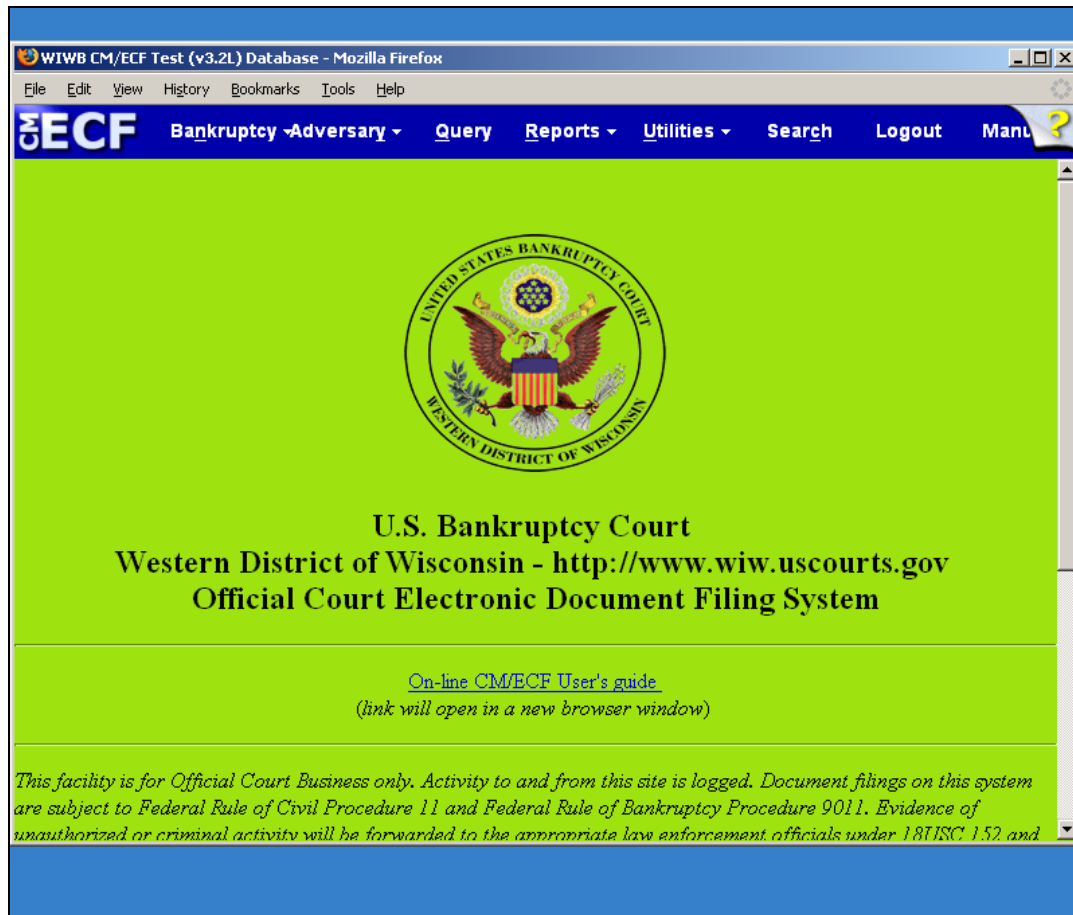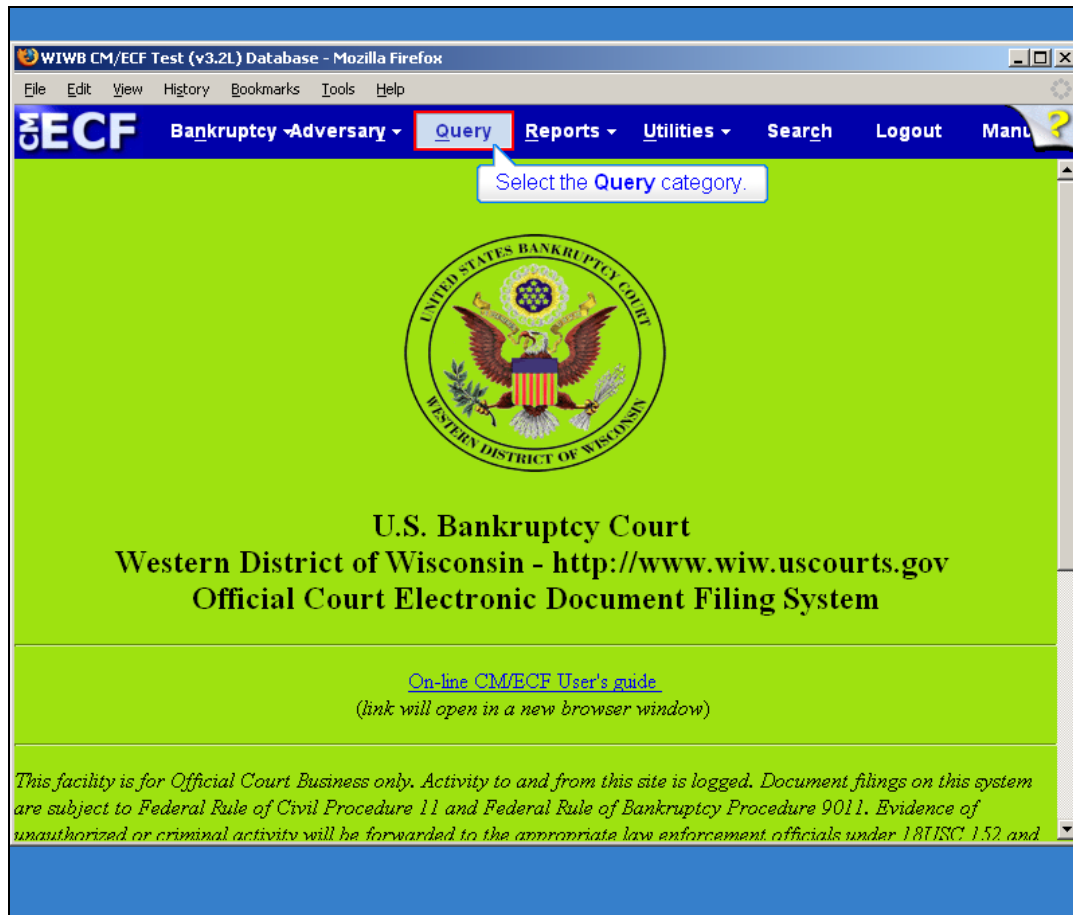Slide notes: When you complete this lesson, you will be able to: utilize the create appendix feature.   Click the Continue button.

ECF

Slide notes: The "Create Appendix" feature is located on the Docket Sheet filter screen.

Slide 5
Slide notes: To begin I am going to click on the Query category.

Slide 6
Slide notes: Type the case number and click the Run Query button to continue.
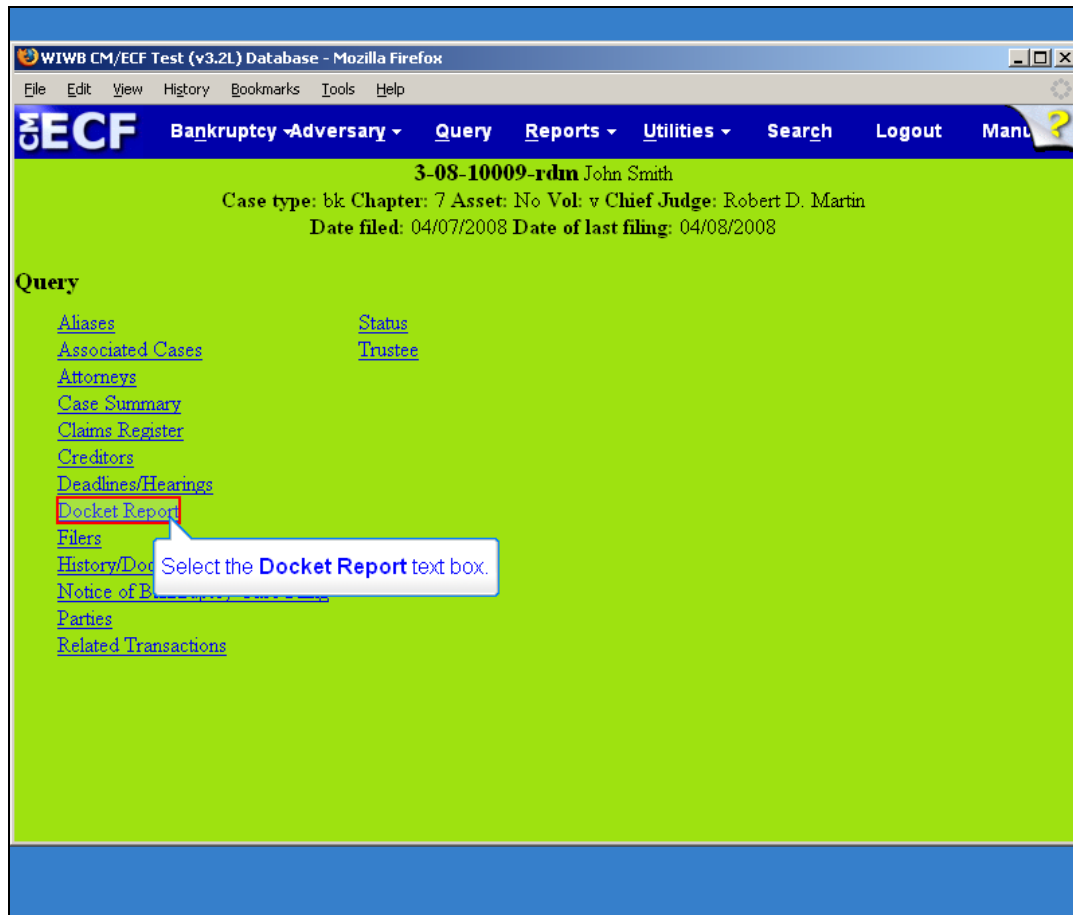
Slide 7
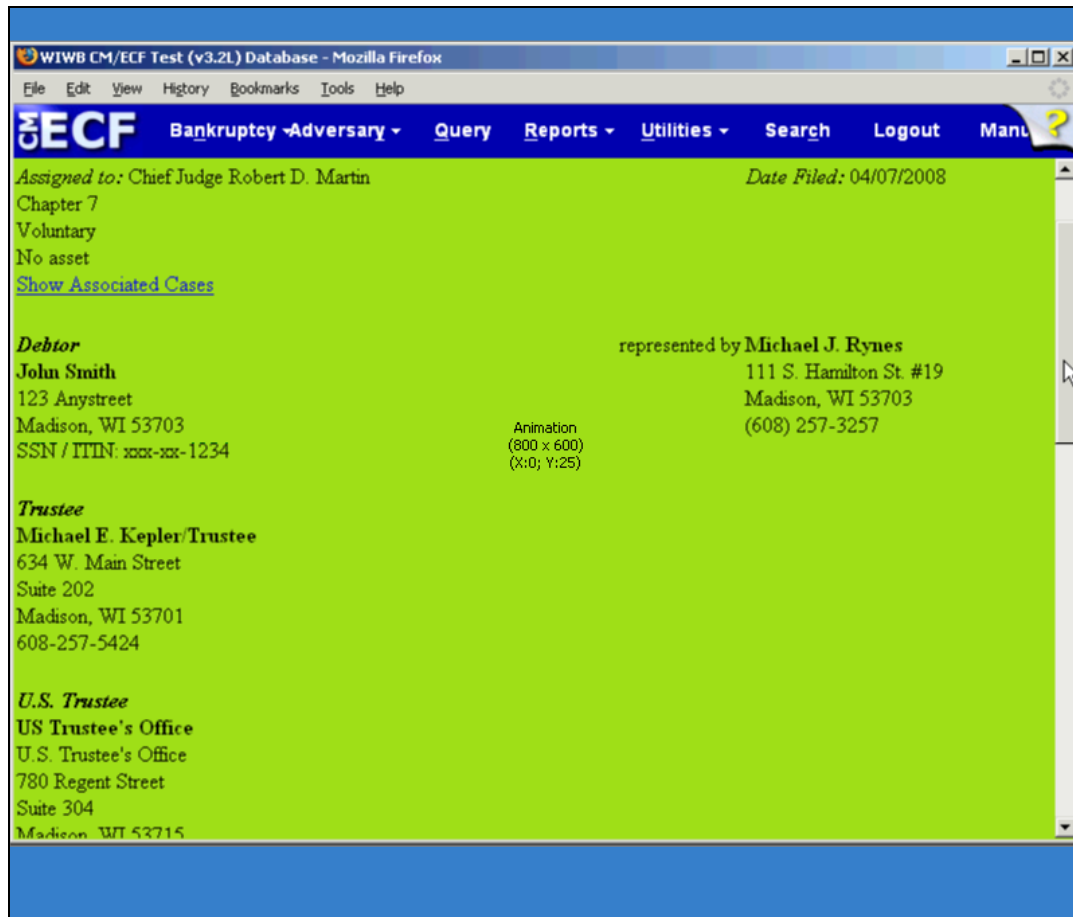Slide notes: Click the Docket Report link to proceed.

Create Appendix

Slide notes: The key on this docket sheet filter page is to select or place a checkmark in the "Create Appendix" checkbox as with this option selected it will us to produce a single PDF file that includes both a complete docket sheet AND images or PDF's of the documents that were selected.

Then click the Run Report button to continue.

Slide 9
Slide notes: You are now presented with the docket for viewing.

Slide 10
Slide notes: Scroll down the docket to the docket entries.

Slide 11

Slide notes: Select docket entries to view by clicking the checkboxes for the entries you want to view simultaneously with the docket.

Footer format
Slide notes: A "Footer format" box allows specification of additional text that should appear on each PDF page.

Slide 13

Slide notes: We are just going to type "Testing" in the footer format box, to illustrate how it will appear. Clicking the View Selected button will create and display the Appendix file with all of the documents associated with the selected entries.
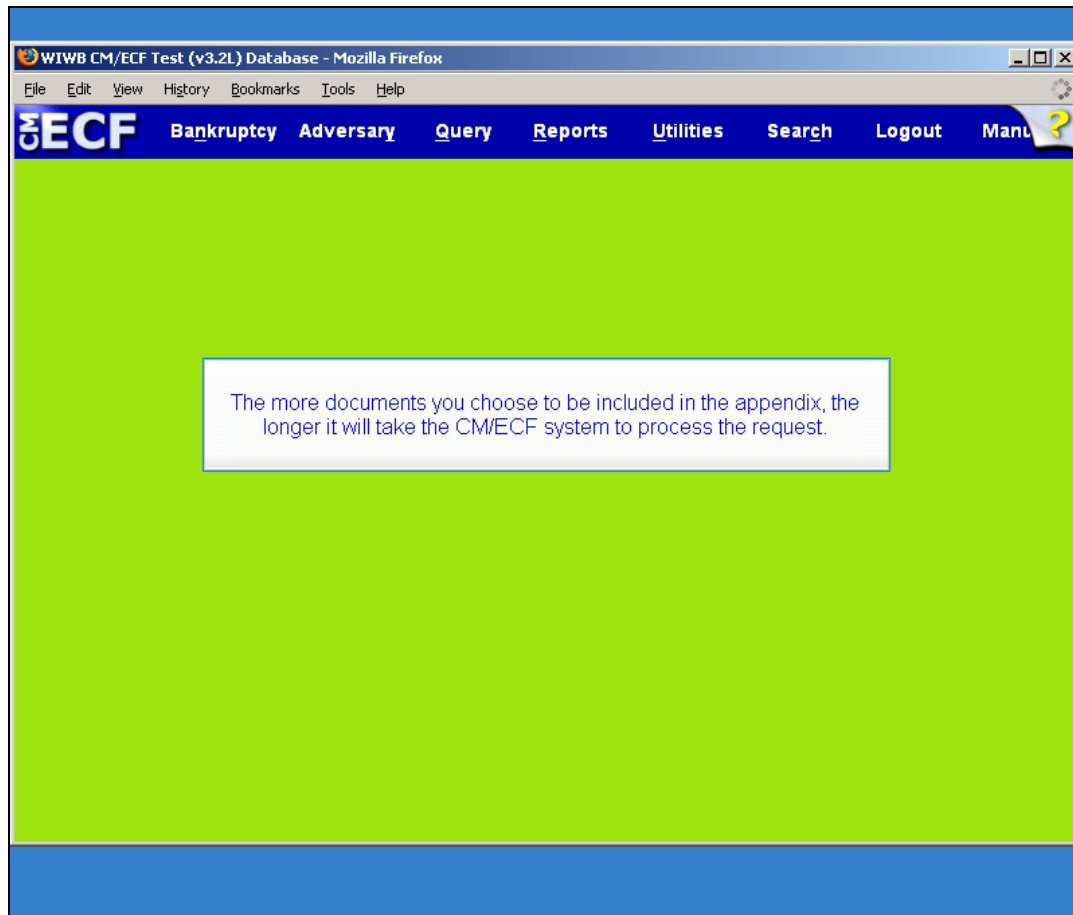
Slide 14

Slide notes: Keep in mind, the process of preparing a set of PDFs for viewing may be lengthy, depending on the number and/or size of the documents previously selected.
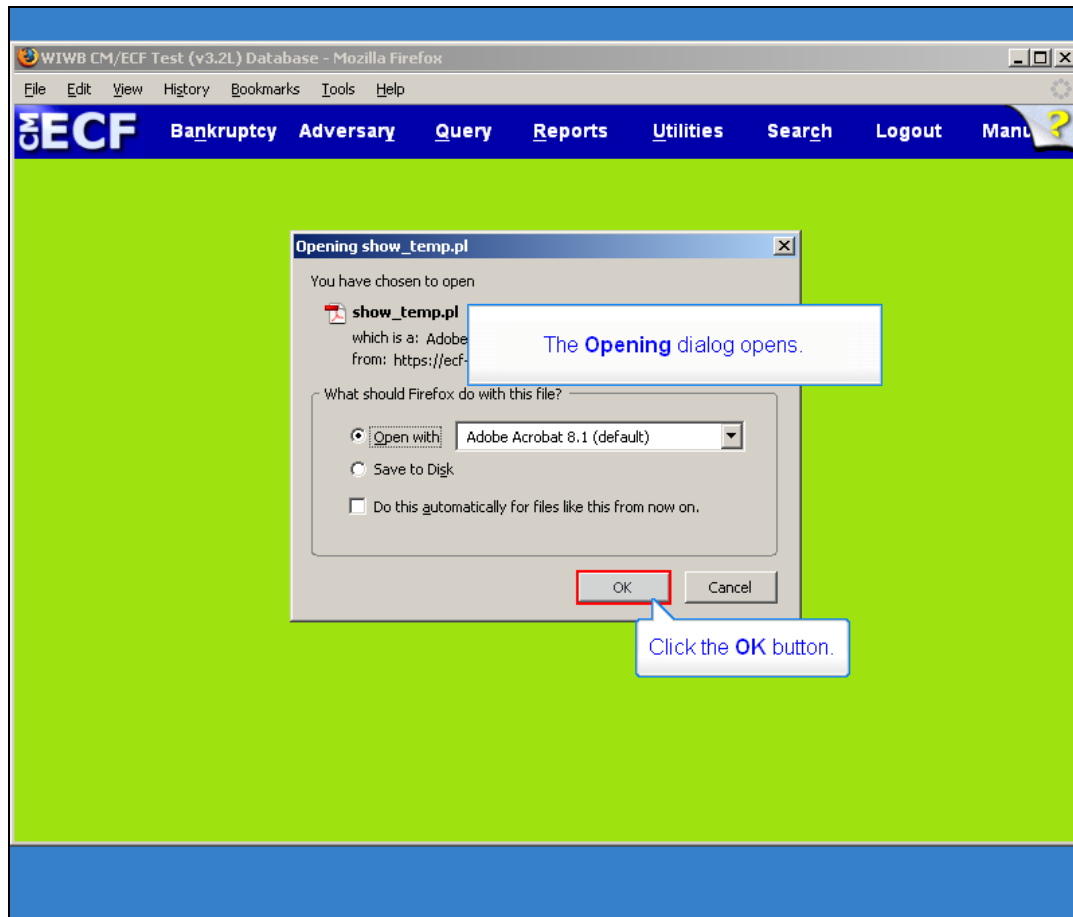
Slide 15
Slide notes: Once created, the Open dialog window appears. Click the Ok button.
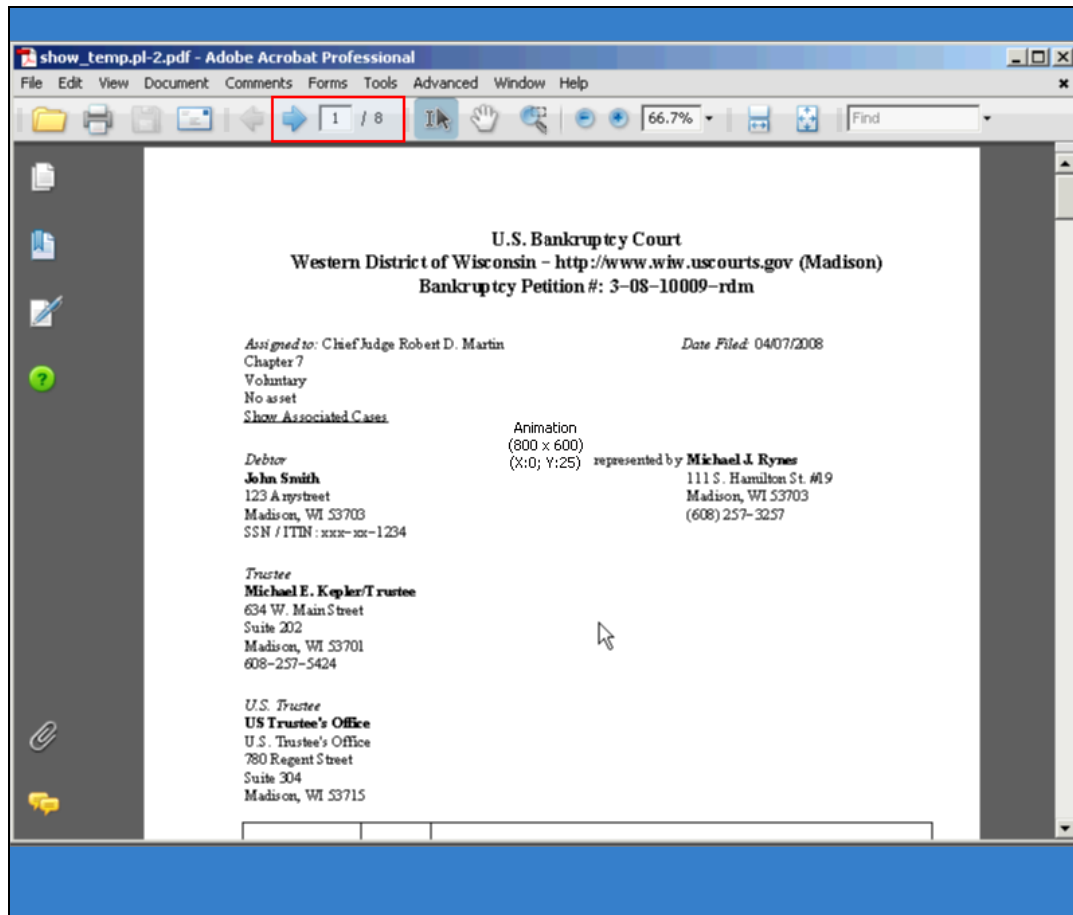
Created Appendix

Slide notes: Let me demonstrate what we created by advancing through the pages of the PDF. The PDF includes the docket sheet and the items on the docket that we selected to be included.

Slide 17
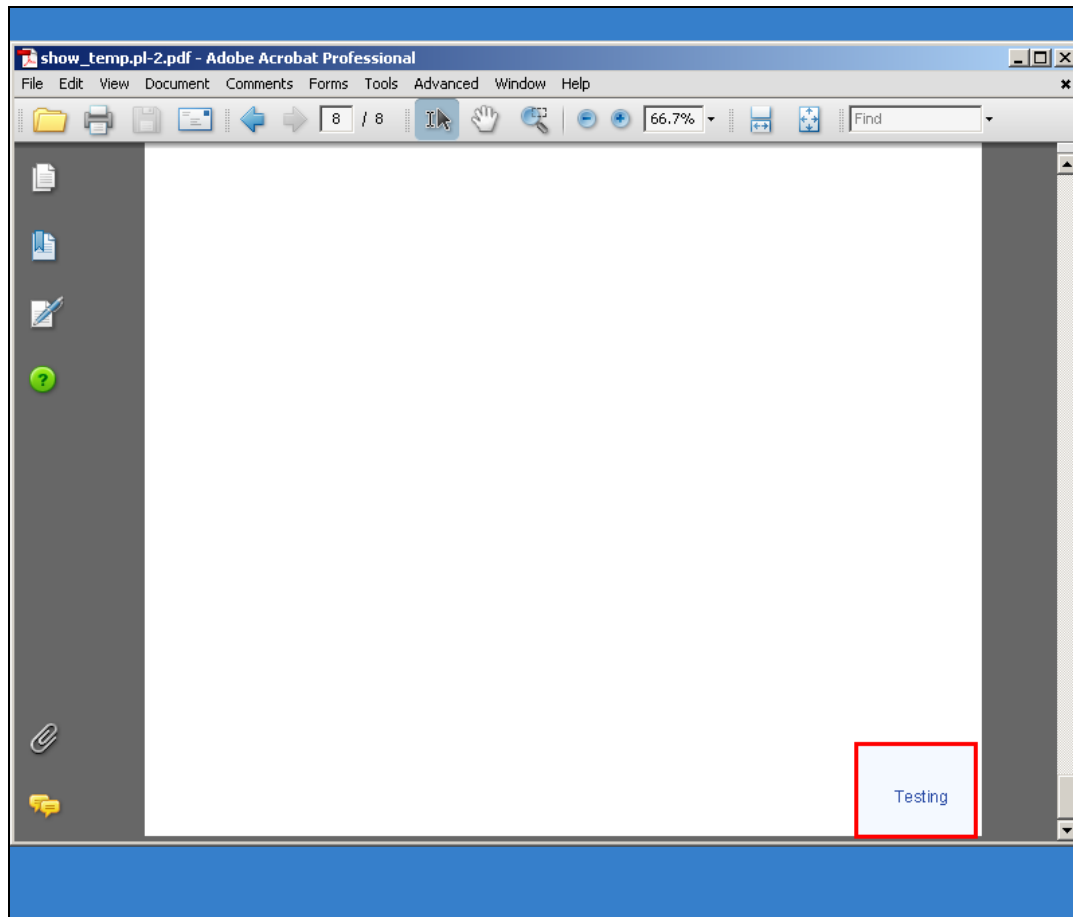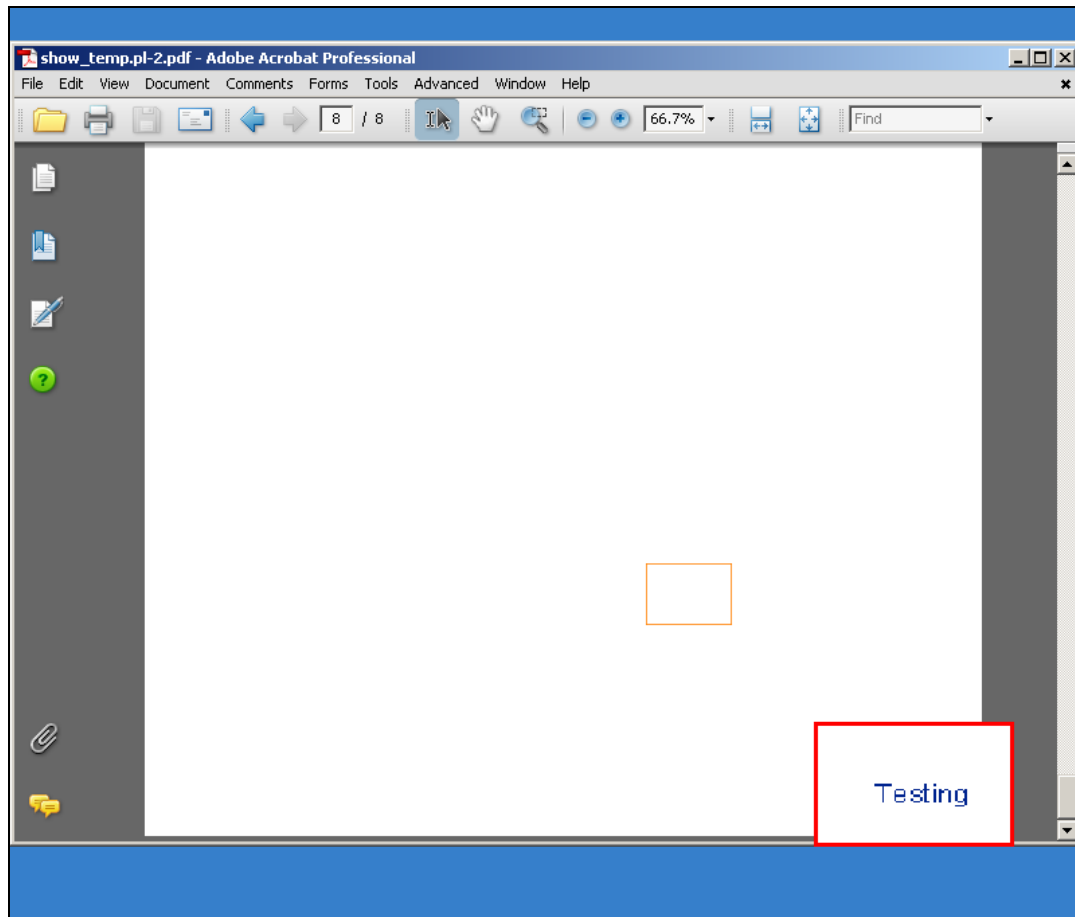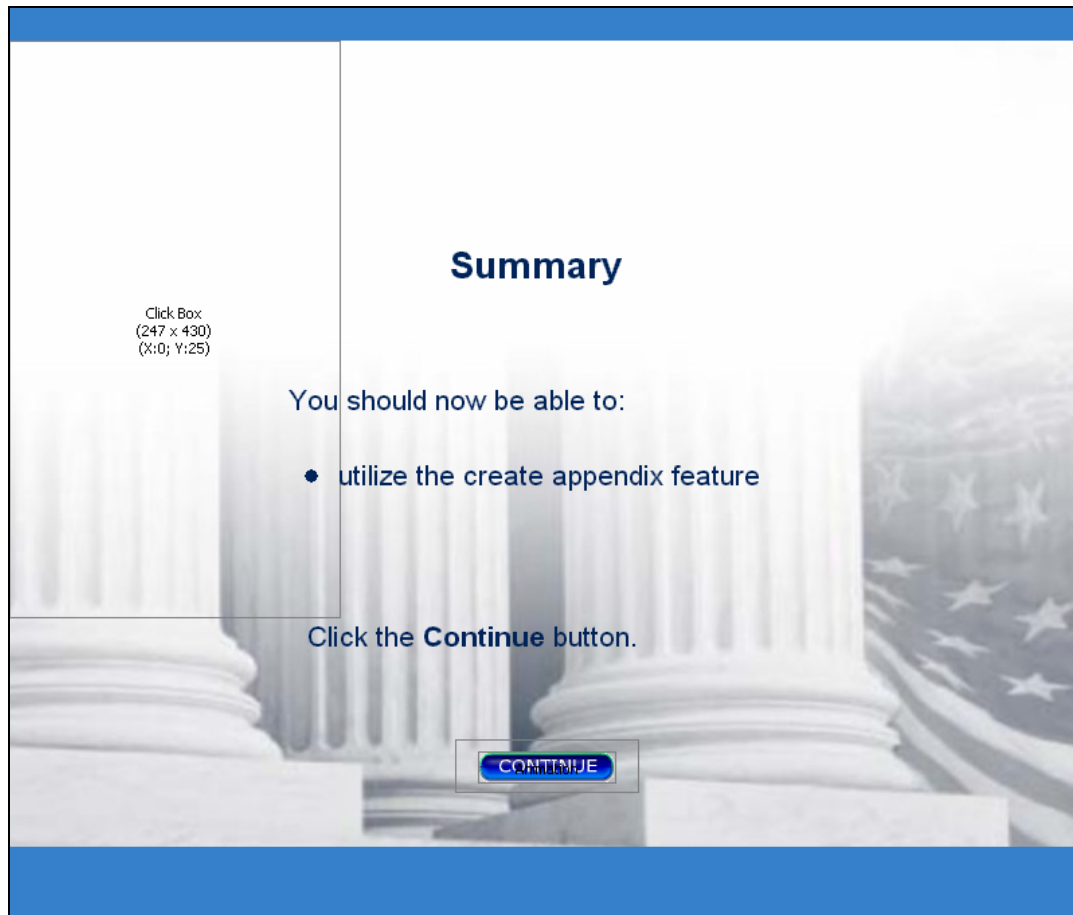Slide notes: One last item to point out is -- notice the footer name we provided previously, it is listed here and it is listed on the bottom of each page.
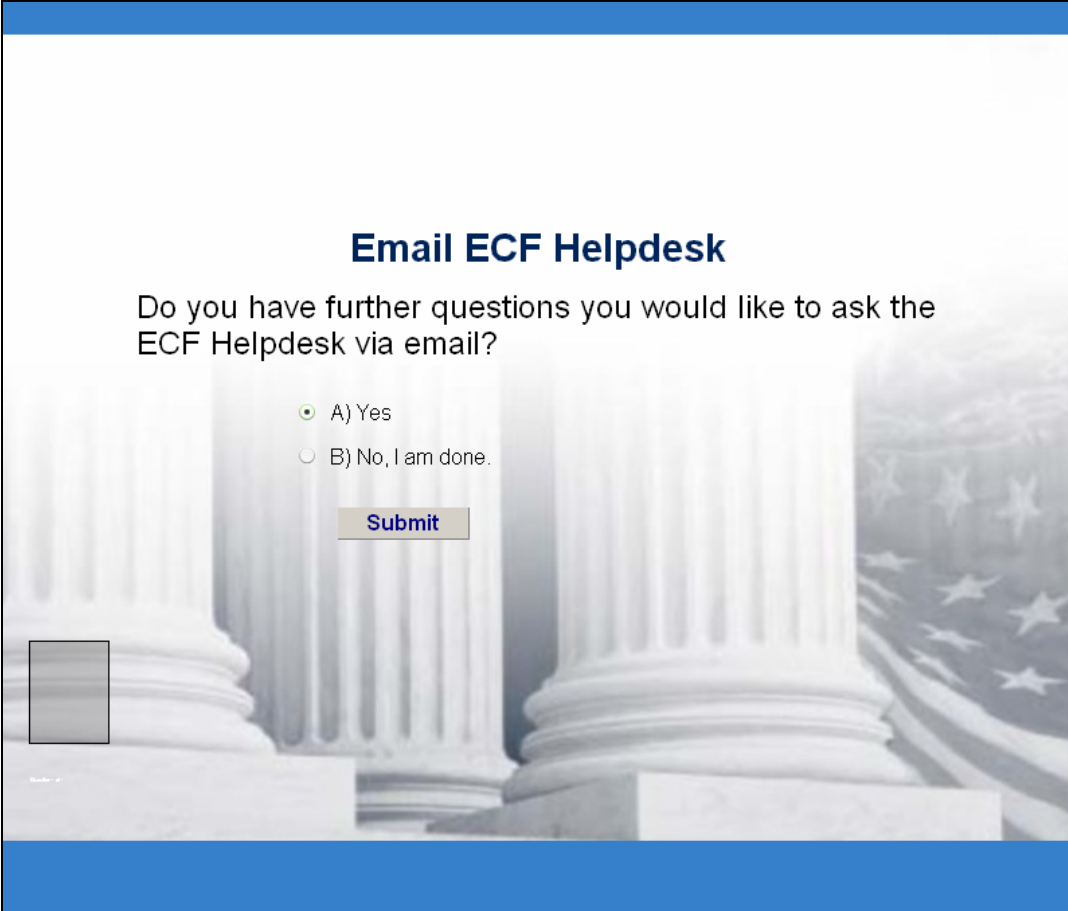
Slide 18
Slide notes:

Summary

Slide notes: You should now be able to: utilize the create appendix feature in CM/ECF. Click the Continue button.

Email ECF helpdesk question
Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automagically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).

ECF helpdesk contact information
Slide notes: Again, if you need additional assistance, please contact us. Thank you.